

NEGOMBO MUNICIPAL COUNCIL

Vacancies in Western Province Local Government Service

APPLICATIONS are invited from permanent residents of the Western Province who have fulfilled the required qualifications to fill the vacancies of Work/Field Labourer, Motor Mechanic and Driver in the Negombo Municipal Council.

Applications prepared according to the specimen application form mentioned below should be sent through register post to the address "Municipal Commissioner, Municipal Council, Negombo to be received on or before 27.05.2018.

<i>Serial Number</i>	<i>Name of the position</i>	<i>Number of Vacancies</i>	<i>Grade</i>	<i>Salary Scale</i>
01	Work/Field Labourer	02	III	PL-1-2016 (According to Public Administration Circular No. 03/2016) Initial Salary Step of Rs. 24,250 of Salary Scale Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410. Before reaching the 4th salary step an efficiency bar has to be passed.
02	Electrician (Motor)	01	III	PL-2-2016 (According to Public Administration Circular No. 03/2016) Initial Salary Step of Rs. 25,250 of Salary Scale Rs. 25,250 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450. Before reaching the 4th salary step an efficiency bar has to be passed.
03	Driver	05	III	PL-3-2016 (According to Public Administration Circular No. 03/2016) Initial Salary Step of Rs. 25,790 of Salary Scale Rs. 25,790 of Salary Scale Rs. 25,790 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 Before reaching the 4th salary step an efficiency bar has to be passed.

Qualifications required for the Post of Work/Field Labourer :

Educational Qualifications.– Should pass Grade 8 (Year 9).

Physical Qualifications.– Should be physically and mentally fit to discharge the duties in the position.

Scheme of Recruitment.– Structured Interview :

<i>Main titles for marks allocation</i>	<i>Maximum No. of Marks</i>	<i>Minimum No. of marks required to be considered for selection</i>
Service period at a Local Government Institution on casual, substitute or contract basis (5 marks for each year)	15	<div style="text-align: center;"> <div style="font-size: 3em;">}</div> 50% </div>
Other certificates obtained with regard to the experience relevant to the post	05	
General understanding of current affairs, internationally and local level	75	
Personality	05	
Total Marks	100	

Note.– Appointments to the vacancies will be made in accordance with the order of highest marks obtained and the similar requirements that are considered at a normal interview will be applicable here.

Qualifications required for the post of Electrician (Motor) :

Educational and other qualifications.— should have six passes in G. C. E. (O/L) examination with 02 Credits in not more than two sittings and (should pass 5 subjects at one sitting).

* According to Public Administration Circular No. 28/2016 National Vocational Qualification (NVQ) 3 will be considered equivalent to G. C. E. (O/L) Examination.

Professional Qualifications.— Should have acquired at least National Vocational Qualification (NVQ) 2 level as specified by the Territory and Vocational Education Commission and experience in the relevant field with not less than 06 months.

Experience.— Not relevant.

Job description.— Identifying and repairing the errors in the electrical system of all the vehicles.

Physical qualifications.— Every applicant should be physically and mentally fit enough to discharge the duties of the position and serve in any district in the Western Province.

Scheme of Recruitment.— Basic qualifications and physical fitness will be examined at the structured interview. Recruitments will be made according to the results obtained here.

Structured interview :

<i>Main titles for marks allocation</i>	<i>Maximum No. of Marks</i>	<i>Minimum No. of marks required to be considered for selection</i>
Educational qualifications obtained other than the basic educational qualifications Other than the basic educational qualifications mentioned as 06 subjects with two credit passes for G. C. E. (O/L) examination marks will be given for other passes for maximum number of two subjects according to the merit obtained. * Ordinary pass marks - 04 * Credit pass marks - 06 * Very good pass marks - 08 * Distinction pass marks - 10	20	50%
General Knowledge This includes questions to measure applicant's knowledge of current affairs internationally and local level relevant to the fields of economic, social, education, science, culture, politics and sports	75	
Personality To examine how the applicant faces the interview and other requirements	05	
Total Marks	100	

Note.— Appointments to the vacancies will be made in accordance with the order of highest marks obtained at the structured interview.

Qualifications required for the position of Driver :

Educational Qualifications.— Should pass G. C. E. Ordinary Level with six subjects including Sinhala/Tamil with two credit passes (02) in not less than two sittings (Should have passed at least 5 subjects in one sitting).

Professional Qualifications :

1. Should possess a license issued by the Commissioner of Motor Traffic for driving private/hiring vehicles and Station Wagons below 24 CWT tare (Should possess a minimum "C" or "C1" vehicle class driving license immediately prior to 03 years from the date of recruitment or a "B" class driving licence according to the new driving licence).
2. Should possess a thorough knowledge of Highway Code.

Note.– On the institution's requirement where current vacancies have to be filled with skilled drivers heavy vehicle license (a driving licence for light lorries up to 34 CWT tare and 32 passengers buses, that means a "A1" and "C1" class driving licence or "B" and "D1" class licence according to the new driving licence, or else a competency certificate issued by the Commissioner General of Motor Traffic to drive Motor vehicles weight more than 34 CWT tar and heavy trailers and licensed 32 passengers buses or "A" class license or "D" class license according to the new driving licence) will be treated as a basic qualification by the appointment authority.

Experience.– Should have minimum 3 years of experience after obtaining driving license. (experience should be certified by a proper certificate).

Physical Qualifications.– Should be with a minimum height of 5 feet (5) should be in a suitable condition to discharge duties in both day and night time, should have a good eye sight. That should be proved through a medical certificate issued by a Government Medical Officer.

Scheme of Recruitment :

Professional Test :

<i>Subjects</i>	<i>Maximum No. of Marks</i>	<i>Pass Mark</i>
1. Driving Skill	40	20
2. Practical Knowledge about Traffic laws	40	20
3. Basic Knowledge about Motor Mechanics	20	10
Total	100	50

Above Professional Test will be conducted by a Executive/Staff Officer appointed by the appointment authority, an Inspector of Motor Vehicles from the Department of Motor Traffic and a officer from Police Motor Traffic Department.

General Interview.– This test which is conducted to evaluate the basic qualifications for the recruitment will be done by the judge board appointed by the appointment authority.

For all the positions :

Other Qualifications :

- * Applicant should be a Sri Lankan Citizen,
- * Should be with a good character,
- * Should be a person having permanent residency in the Western Province for consecutive 03 years immediately prior to the closing date of the applications,
- * Should have complete all the qualifications stated under each post by the date mentioned in the notice of application/*Gazette*.

Age : Minimum limit - Not less than 18 years for the closing date for applications.
Maximum age limit : Not more than 45 years.

(For the Post of driver maximum age limit will not be applied for the permanent applicants serving in the Western Province Local Government Service).

Nature of the Post. – Permanent and pensionable.

Language Proficiency :

<i>Language</i>	<i>Proficiency</i>
1. Official Language	Language proficiency should be acquired within the probationary period for employees recruited through a language which is not an official language.
2. The other Official Language	In accordance with the Public Administration Circular No. 01/2014 Language proficiency should be achieved before 5 years of appointment
3. Link Language (only if relevant)	Not relevant

Conditions other than the common conditions mentioned in the Procedural Rules of the Western Province Public Service Commission. – Applicants once appointed to the posts, should be abide by the regulations in the Establishment Code, financial regulations of the Western Provincial Council any other conditions imposed time to time by the Western Provincial Public Service Commission and the orders and the instructions issued by the heads of the departments of the relevant local government body.

Definitions other than the Definitions mentioned in the Procedural Rules of the Western Province Public Service Commission. – If any definition is available other than the definitions mentioned in the Procedural Rules of the Western Province Public Service Commission that will be conducted after inquiring the Western Province Public Service Commission/ Honourable Governor of Western Province.

Municipal Commissioner - Performing Duties.
Negombo.

(For office use only)

APPLICATION FORM

NEGOMBO MUNICIPAL COUNCIL

1. Name with initials :_____.
2. Name in full :_____.
3. NIC No. :_____ Contact No. :_____.
4. Post applied for :_____.
5. Permanent address :_____.
6. Postal address :_____.
7. District of the permanent residence :_____.
8. Divisional Secretariat of the permanent residence :_____.
9. Administrative division of Local Authorities of permanent residence :_____.
10. Date of birth :_____.
11. Age as at 27.05.2018 :_____.
12. Educational qualifications (Photocopies should be attached) :_____.
13. Experience (Photocopies should be attached for the post of driver) :_____.

14. Professional Qualifications (Photocopies should be attached for the post of driver) :_____.

15. Other qualifications :_____.

16. Whether you have ever been found guilty of a criminal offence :_____.

I hereby state that the all the details furnished here are true and accurate according to my knowledge. Also I am fully aware that if any detail provided in here is found to be false before recruitment, I can be declared ineligible and if found after appointment was made, I can be dismissed from the service.

_____,
 Signature of the applicant.

Date :_____.

Certification of the Department of the applicants who are already serving in the Government Sector :

This applicant Mr./Mrs./Ms. is serving in this department/Institute as
 He/She can/cannot be released for this post. I certify that he/she has not been subjected to any disciplinary punishment (except advise) and the application is recommended/not recommended.

_____,
 Signature of the Department/Institute Head.

Name :_____.

Post :_____.

Date :_____.